

June 2015 Training Schedule



Organizational Development

June 2015

SLT Performance Tool Kit

6/03 8:30-3:00 #0597-08
6/04 8:30-3:00 #0597-09

Adult CPR & First Aid

6/09 8:30-4:00 #0169-32

Personal Safety & Awareness

6/11 2:00-3:30 #092001

Microsoft Excel 2010 Level 2

6/11 8:30-4:00 #0510-16

Conflict Management

6/18 8:30-12:30 #0915-01

Microsoft Excel PivotTables

6/18 8:30-12:00 #0590-12

Personal Safety & Awareness

6/18 2:00-3:30 #0920-02

New Employee Orientation

6/19 8:30-3:30 #0075-113

Putting Time to Work for You Part 1-Taming Time Wasters

6/23 8:30-10:00 #0918-01

Putting Time to Work for You Part 2-Planning & Prioritizing

6/23 10:30-12:00 #0919-01

Project Planning Basics

6/23 1:00-2:30 #0642-03

Alliance For Innovation Discover a Strategic Plan Part 1 – 3

Webinar, Length: 60 minutes



Personal Safety & Awareness

Safety is important to everyone, on the job and at home. The **Personal Safety & Awareness** workshops being offered on June 11th and June 18th by Thomas Turner of the Sheriff's Office, will help you develop simple strategies for improving your safety awareness and implement the techniques easily and effectively.

(See page 5)

Time Management Your Issue?

Time management skills have a direct effect on efficiency, quality of work and stress levels. Joan Zeglarski's time management courses **Putting Time to Work for You**, Part 1- Taming Time Wasters and Part 2 - Planning & Prioritizing, give practical tools to combat the little issues that can derail your work day.

(See page 3)



I'm interested in a class...what do I do next?

To Enroll, use ACORN Self-Service Enrollment or contact your Department Training Coordinator. **ACORN > Main Menu > Self Service > Learning and Development**

For more information, contact OD at Learning@placer.ca.gov or 530-886-5270.

Classes are held at OD Training Room 1, 11486 B Avenue in Auburn unless otherwise noted.

June Classes



Cooperation

COOPERATION CONFLICT MANAGEMENT

Wednesday 6/18 8:30-12:30 #0915-01

Instructor: Sally Klauss

Target Audience: Everyone

For many employees, the subject of conflict has such a negative connotation that even the smallest conflict situations are avoided like the plague. As a result, situations get worse, relationships are strained, and communications break down. You will learn to:

- Improve your ability to identify, address, and manage conflict situations
- Improve your effectiveness through understanding of the four steps for addressing conflict
- Understand why conflict is important and how it can enhance performance



Innovation

INNOVATION

WEBINAR SERIES | DISCOVER A STRATEGIC PLAN THAT WORKS FOR YOU

Available online, from your workstation.

Instructor: Sponsored by Alliance for Innovation Webinar

Target Audience: Managers

PART ONE: IDENTIFY YOUR STARTING POINT

Discover steps that you can take to move your organization forward, strategically. You will have a better sense of where your organization's starting point is and some ideas about what's next. [Play Webinar](#)

PART TWO: PRACTICE PROVEN METHODOLOGIES

In this webinar, you will be introduced to the proven Zelos methodology for strategic planning and be facilitated through some of the proven techniques and exercises that will lead to a successful planning project. [Play Webinar](#)

PART THREE: WHERE STRATEGIC PLANS FAIL

Through storytelling, you will recognize not only what has caused others to fail in their strategic planning efforts but also what you can do to prevent or mitigate those causes. [Play Webinar](#)

Without change there is no innovation, creativity, or incentive for improvement.
Those who initiate change will have a better opportunity to manage the change
that is inevitable.

- William Pollard



June Classes



JOB KNOWLEDGE **NEW EMPLOYEE ORIENTATION**

Friday 6/19 8:30-3:30 #0075-113

Instructor: CEO David Boesch, OD, Risk Management, Personnel, PPEO

Target Audience: New Employees

Employees receive information regarding county government, policies and resources, customer service in a Government setting, workplace safety and violence awareness, the Civil Service System, Placer County Code, benefits overview, preventing discrimination, harassment and retaliation, and employee training. Labor Union representatives are also invited to share information about Union membership.

PUTTING TIME TO WORK FOR YOU - PART 1 **TAMING TIME WASTERS**

Tuesday 6/23 8:30-10:00 #0918-01

Instructor: Joan Zeglarski

Target Audience: Everyone

"I'd be able to get more accomplished, if only....." Have you ever heard yourself saying this... filling in the rest of the sentence with reasons like, "...I wasn't interrupted so much," or "...had more time to plan," "...didn't have to multitask," "... could take a break," "...didn't worry so much." Join this short session, which focuses on the most common time wasters, and explore some ways to help you turn these wasters into winning strategies for reducing your stress and accomplishing more in your life.

PUTTING TIME TO WORK FOR YOU - PART 2 **PLANNING AND PRIORITIZING**

Tuesday 6/23 10:30-12:00 #0919-01

Instructor: Joan Zeglarski

Target Audience: Everyone

Do you sometimes feel that you are a victim of the "Tyranny of Urgency"? Do you find yourself rarely getting time to work toward the really important things that you want to accomplish both in your professional and personal life? If so, this workshop will offer proven strategies to help you plan and prioritize your work and personal commitments so that you not only manage the urgent tasks, but also move forward in a systematic way to accomplish those long range goals that you feel you never have time to work on.

PROJECT PLANNING BASICS

Tuesday 6/23 1:00-2:30 #0642-03

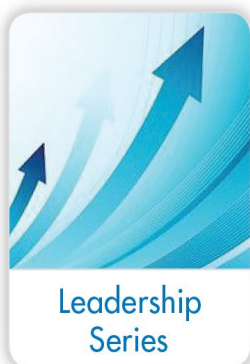
Instructor: Joan Zeglarski

Target Audience: Everyone

Participants will get an overview of basic and powerful terms and concepts used in successful project planning and management. These concepts are not only applicable to project planning, but to many effective general business practices.



June Classes



MANAGING PEOPLE

SUPERVISION AND LEADERSHIP TRAINING SERIES (SLT)

Instructor: Sally Klauss

Target Audience: Supervisors and Managers

This training is specifically designed to help drive the County's initiative for Employee Engagement, Training, and Performance Management. This series will require approval by the attendee's Department with the submittal of a series Application.

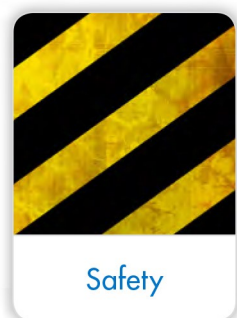
Applications located at [MyPlacer > Learning Zone > Organizational Development Learning Resources > Supervisors Toolbox](#)

PERFORMANCE TOOL KIT

Wednesday 6/03 8:30-3:00 #0597-08 SESSION FULL

Thursday 6/04 8:30-3:00 #0597-09

This last class of the series is designed to help bring everything together that has been covered and give each participant support and direction with any management issue they may have or that they want to work on. This provides a customized, specific approach to the unique solutions required for each participant. Participants will walk away with an action plan while gaining additional insight on the topics covered in the series.



SAFETY

ADULT CPR & FIRST AID

Tuesday 6/09 8:30-4:00 #0169-32

Instructor: Midge Golizio

Target Audience: Everyone

Location: *Professional Educational Program 1 1990 Heritage Oaks Place, Suite 6, Auburn*

This is a comprehensive training program in emergency first aid care for non-health care related staff. When a emergency occurs, you may panic and be unsure of what to do until professional help arrives. Topics include: Adult CPR, Choke Rescue, Control Bleeding, Shock Care, Medical Emergencies (heart problems, stroke, asthma, allergic reaction, poisoning, diabetes, seizures), Injury Assessment and Care. In addition, training includes the use of an Automated External defibrillator (AED). Course meets Federal and State OSHA regulatory requirements for training employees in Adult CPR/AED and First Aid. Upon successful completion of the course a Certificate of Completion will be awarded for two years.



June Classes

SAFETY — CONTINUED

PERSONAL SAFETY & AWARENESS WORKSHOP

Thursday 6/11 2:00-3:30 #0920-01

Thursday 6/18 2:00-3:30 #0920-02

Instructor: Thomas Rock Turner, Placer County Sheriff's Office

Target Audience: Everyone

During this presentation everyday personal safety will be discussed. The course will highlight tips on how to keep safe not only at work but during our everyday lives outside of work and in our community. Participants will learn how to recognize and prevent dangerous situations from occurring. This course includes safety tips, how to notify the Sheriff's Office, and how to fill out an incident report. By the end of the presentation, individuals will be more confident on how to handle and respond to potentially problematic situations.

USE OF TECHNOLOGY

All Use of Technology courses are held at IT Training Center 2970 Richardson Dr., Auburn

EXCEL 2010 LEVEL 2

Thursday 6/11 8:30-4:00 #0510-16

Instructor: ISInc. Staff

Target Audience: Experienced Excel Users

After completing this course, students will know how to:

- Use advanced formulas
- Organize worksheet and table data using various techniques
- Create and modify charts
- Analyze data using PivotTables, Slicers, and Pivot Charts
- Insert and modify graphic objects in a worksheet
- Customize and enhance workbooks

EXCEL 2010-PIVOT TABLES

Thursday 6/18 8:30-12:00 #0590-12

Instructor: ISInc. Staff

Target Audience: Experienced Excel Users

Students will create and analyze PivotTable data.

- Build a PivotTable
- Analyze data using PivotTables
- Present PivotTable data visually

